JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts   455 Golden Gate Avenue   San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf   Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: **SUPERVISING INFORMATION SYSTEMS ANALYST**
                    Phoenix (SAP) Development / Support

LOCATION: **SAN FRANCISCO, CA**

JOB REQUISITION: **2886**

OVERVIEW
The Supervising Information Systems Analyst, Phoenix (SAP) Development/Support position with the Information Services Division of the Administrative Office of the Courts (AOC) serves in a technical lead supervising capacity on the Phoenix (SAP FI/HR) system. This position provides day-to-day supervision to assigned staff and lead direction and work review to vendors; serves as point of contact between client organizations and technical areas to assess, define, and document business and technical needs; and plays a key role in technical project management for system development and review, including architecture, design, configuration, testing, security, and enhancements.

RESPONSIBILITIES
- The following are representative of the areas of responsibility for the Supervising Information Systems Analyst position:
- Direct design, planning, and implementation of complex technical projects with minimal direction.
- Manage projects, including schedule, budget, and resources.
- Develop and monitor project costs against budget. Develop budget change proposals, RFIs, RFPs, and contract Statements of Work.
- Assess resource needs. Hire and oversee staff and vendors.
- Plan, organize, assign, supervise, review, and evaluate work of assigned staff.
- Recommend selection of staff, train staff and provide professional development; administer discipline as required.
- Coordinate vendor selection and evaluation process.
- Manage vendors, oversee assignments, review and evaluate work. Manage vendor contracts.
- Manage relationships with Judicial Branch divisions (Finance, HR, Regional Offices and Court Management, etc.), as well as vendor partners such as Technology Center hosting partners.
- Confer with trial court Information Technology staff and other Information Services technical staff on technical issues.
- Provide technical leadership to staff and vendors on areas of responsibility.
- Manage system development, testing, and enhancements for complex projects.
- Manage system enhancements for the projects.
- Define requirements, manage RFP/RFI/SOW process, vendor selection, functional specifications, and Information Services architecture design.
- Define standards, guidelines and best practices.
- Coordinate system testing and training.
- Coordinate and conduct project team meetings, including design reviews and executive presentations.

QUALIFICATIONS
Equivalent to possession of a bachelor's degree, preferably with major course work in information systems or telecommunications, and three years of professional experience in information systems,

including a minimum of one year of supervisory experience.

OR

One year as a senior level analyst in one of the Information Systems Division analyst job classification series.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one year of non-supervisory experience.

Knowledge of:
- Employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Budget program development, implementation, monitoring, and evaluation.
- Business organizations and operations.
- Technical project management.
- Resource management including vendors and managing vendor contracts.
- Information systems architecture for enterprise-wide systems development.
- Complete software life cycle systems design, development and support.
- Systems implementation including conversion, data reconciliation, testing, user training, and documentation.
- Relational database management systems.
- Multiple hardware platforms and the interrelationship of different operating systems, middleware, messaging and system management.
- Multi-tier, distributed and client server system architecture and development principles.
- Software development tools, languages, and report generators.
- Internet development and browser based applications.
- Principles and techniques of preparing effective oral presentations and written materials.
- Principles and techniques of preparing effective written technical materials, including functional specifications, gap analysis, process flows, architecture design, etc.

Ability to:
- Develop and administer complex technical projects.
- Provide estimates on level of effort required for projects and develop project plans.
- Organize, prioritize, and coordinate work activities and meet critical deadlines.
- Plan, organize, supervise, review, and evaluate the work of others.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner.
- Analyze and review budgets and financial operations.
- Conceptualize and integrate systems within enterprise-wide information systems architecture.
- Coordinate and implement solutions to complex technical problems.
- Prepare Requests for Proposal, Request for Information, and contract Statement of Work documents; conduct evaluations; prepare recommendations and support information.
- Prepare recommendations for new hardware and software based on functional analysis of the product and ability to integrate into the judicial branch environment.
- Coordinate and collaborate with senior technical staff to ensure standardization and system integration throughout the judicial branch.
- Maintain and apply current technical knowledge.
- Use initiative and independent judgment within general policy guidelines.
- Communicate effectively in English, orally and in writing to all levels of management.
- Create and present effective management presentations.
- Establish and maintain effective working relationships.

Desirable Qualifications:

- Experience with Enterprise Resource Planning (ERP) and systems such as SAP, Oracle.
- Experience managing technical resources that support ERP systems.
- Experience on complex information system projects.
- Experience working under tight deadlines.
- Experience providing production support to large complex applications.
- Experience and knowledge of SAP.
- Success in mentoring team in all phases of the software development life cycle.

HOW TO APPLY

This position requires submission of an official application. Stand-alone resumes will not be considered. To ensure consideration of your application for the earliest round of interviews, please apply immediately; however, this position will remain open until filled. To complete an online application, please visit our Web site at **www.courtinfo.ca.gov/careers** . Click on "View postings and apply for jobs", and search for job requisition 2886.

OR

To obtain a printed application, please visit:
Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

Or download and print a copy of the application under the "Special Access and Application Help" section on the Careers page of our website.

PAY & BENEFITS

Salary Range: $7,640 to $9,285 per month
(Starting salary may vary between $7,640 to $8,404 per month)

Some highlights of our benefits package include:
- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- $110 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.